

FAST FACTS

Aides/Paraprofessionals in a Title I Targeted Assistance School

An aide/paraprofessional is an individual who assists students under the direction of a licensed teacher. The US Department of Education guidance defines an aide/paraprofessional as an employee who provides instructional support, by reinforcing a teacher's affect in the classroom, in a program supported with Title I funds.

Direct supervision means an aide/paraprofessional works under the direct supervision of a teacher if (1) the teacher prepares the lesson and plans the instructional support activities the aide/paraprofessional carries out, and evaluates the achievement of the students with whom the aide/paraprofessional is working, and (2) the aide/paraprofessional works in close proximity with the teacher.

A Title I program must employ highly qualified teachers to carry the entire caseload of students and administer the Title I program. In both Title I targeted assistance as schoolwide settings, programs staffed only by aides/ paraprofessionals are not permitted (i.e., school day program, before school programs, after school programs, summer school programs, computer assisted programs, etc.). Title I aides/paraprofessionals may only assist students by reinforcing a certified teachers' direct instruction.

The aide/paraprofessional requirements of the *No Child Left Behind* Act state that upon hire, Title I aides/paraprofessionals must have a secondary school diploma or its recognized equivalent and meet one of the following three requirements to be employed in a Title I program.

- Obtained a working knowledge in reading, writing, and math by completing two years of study (48 semester hours) at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Met a rigorous and objective standard of quality, which includes a North Dakota approved assessment of skills in reading, writing, and math.

Schools/districts are required to have a job description for all employed staff. The job description must outline whether an individual is employed as an aide/paraprofessional or as a teacher.

Allowable duties for aides/paraprofessionals:

1. Providing one-on-one tutoring for eligible students, only at a time when a student would not receive instruction from a teacher;
2. Assisting with classroom management in a schoolwide setting or, in a targeted assistance program, assisting with classroom management in the Title I room only;
3. Providing computer lab assistance (for identified Title I students in a targeted assistance program);
4. Conducting parental involvement activities (for identified Title I students in a targeted assistance program);
5. Providing support in a library or media center. In a targeted assistance program, any services provided by a Title I-paid aide/paraprofessional would have to be supplemental and target identified students;
6. Serving as a translator (for identified Title I students in a targeted assistance program); and
7. Providing instructional support services under the direct supervision of a teacher. In a targeted assistance program Title I-paid aides/paraprofessionals must be under the direct supervision of a certified Title I teacher.

Who needs to meet the requirement?

- In a targeted assistance school, these requirements pertain to all Title I-paid aides/paraprofessionals.
- In a schoolwide program, Title I funds support all teachers and paraprofessionals. Therefore, the requirements apply to all aides/paraprofessionals with instructional duties regardless of whether or not the position is supported with Title I funds.
- These regulations are not meant to apply to those persons who are in training or hold non-instructional positions, such as student teachers or interns.

Certificate of Completion requirement - The Federal Title Programs office requires Title I aides/paraprofessionals to document their compliance with these regulations. The Department of Public Instruction designed a Certificate of Completion, which is issued to aides/ paraprofessionals who have met the NCLB requirements. The Application for a Paraprofessional Certificate of Completion (SFN 53923) is available at www.nd.gov/dpi.

Contact Information

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